

BOARD OF SELECTMEN

**October 28, 2008
Minutes**

The Board of Selectmen met on Tuesday, October 28, 2008 in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, John D. Williams, William R. Tice, Jr., Alan Carpenito, Timothy F. Hult, and Town Administrator Madonna J. McKenzie.

The meeting was called to order at 7:00 p.m. by Chairman Stevenson.

Mr. Stevenson said he attended a memorial service for former Town Moderator Marshall 'Pete' Simonds today. He spoke briefly about Mr. Simonds accomplishments. He said Mr. Simonds would be greatly missed here in Carlisle and elsewhere. Mr. Stevenson also spoke about the tour of the Carlisle Communications and Dispatch center he and Mr. Carpenito took prior to this meeting. They saw the new equipment that had been recently been installed.

Town Administrator Report

Mrs. McKenzie said the Board has received a letter from a resident on Maple Street relative to work that is being done in the Town's Right of Way. This matter is currently before the Conservation Commission. Mrs. McKenzie suggested that the Board refer this matter to the Town Administrator, who will work with the Conservation Administrator and the DPW Superintendent to determine if any action is necessary on the part of the Board of Selectmen. The Board agreed to this action.

Mrs. McKenzie said the Police Department has received a \$5,000.00 grant to replace the cell monitoring system with a new guard-one plus suicide prevention monitoring system.

Mrs. McKenzie informed the Board that John Luther has received his Certification as Inspector of Buildings/Building Commissioner. Mr. Stevenson asked Mrs. McKenzie to send a letter from the Board congratulating Mr. Luther on his accomplishment.

Mrs. McKenzie also said Melissa Stamp has received certification for completion of the MAAO Course 200-Principles of Assessing Procedures from UMASS and Assessment Administration from the DOR. A letter congratulating Melissa will also be sent from the Board.

Mrs. McKenzie said that at a recent Department Heads meeting the idea of closing the administrative offices at Town Hall on Election Day was suggested in an attempt to reduce the amount of traffic coming into Town Hall. The Board decided to keep Town Hall open on Election Day.

Mrs. McKenzie presented the Election Warrant to the Board for their approval and signatures. On a motion made by Mr. Hult and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Warrant for the Election to be held in Carlisle on the fourth day of November 2008, from 6 am to 8 pm.

Community Input

Larry Bearfield was present from Fern's Country Store to request use of the Town Common on Monday, December 8th from 6 pm to 7 pm for the Annual Christmas on the Common and Tree Lighting Ceremony. He said he has already spoken with the First Religious Society about this matter.

On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to approve the use of the Town Common on December 8, 2008 from 6 pm to 7 pm for the Annual Christmas on the Common and Annual Tree Lighting Ceremony.

Liaison Reports

Mr. Williams said Elizabeth Barnett reported that there are 32 people who are interested in being placed on the list for Benfield.

Mr. Hult spoke about the Council on Aging survey. He said approximately 20 people have received a copy of the survey for initial reaction and feed-back. Mr. Hult noted that it takes about one-half hour to complete the survey. He said he was impressed with the quality of work that was done on the survey.

Mr. Carpenito spoke about the recent Planning Board meeting he attended. He said the Planning Board was very concerned about the fees the Board of Selectmen waived for the recent Site Plan Review. He said the Planning Board felt that the fee should have been \$2,000.00. Mr. Stevenson asked Mrs. McKenzie to look for a history of how many fees the Board has actually waived in the past, regarding site plan review process.

At this point Mrs. McKenzie gave the Board an update on the most recently received Town Counsel correspondence.

Mr. Stevenson spoke about the last Board of Assessors meeting he attended where the interim adjustment to house values was discussed. He explained the process they were using to do arrive at the interim adjustment.

Request for Special Town Meeting

Lee Storrs was present tonight for the purpose of requesting the Selectmen to hold a Special Town Meeting. The Town Meeting would be to vote to approve funding for the second phase - Schematic phase, of the School Building project. He said they did about seven or eight references checks on HMFH, and as mentioned at the last meeting, a few members of the committee did the Campus Checks last Thursday. Lee said the OPM has made positive comments about HMFH and the references were good. Based on this, Lee said the School Building Committee has voted to recommend to the Board of Selectmen to consider continuing on with HMFH as the architects contingent upon written approval from MSBA. Since that vote, they have had some positive conversations with Diane Sullivan, an assistant to Katherine Cravan. Lee said they also spoke to her about funding for the OPM Services and for the Schematic Design Services. Lee said Ms Sullivan spoke to them about a reimbursement system, which is a pro-pay system. He thought was a positive thing. He said that he also asked for written confirmation on this since so far there has not been anything in writing. He said there were two votes from the school building committee; one to request continuing with HMFH and the second one to call the special Town Meeting for the purpose to approve funding for the schematic phase of the project.

Mr. Williams said he didn't understand the reimbursement mechanism from MSBA. Lee said it was not very clear to him either. He said he was told that it is fairly new, and Municipalities are being trained on this system. The Board questioned Lee about the reimbursement from MSBA. Lee said a reimbursement rate has not been established. Mr. Hult said before the Town makes any decisions on this project we will have to be very clear on the reimbursement issue.

Mrs. McKenzie prepared a special Town Meeting timeline that scheduled the Town Meeting on January 12, 2009 and the Town election on January 20, 2009. Mr. Stevenson said he was at the School Building Committee meeting and voted affirmatively with the committee to hold the Special Town Meeting. He said he agreed with Wendall Sykes that we have been talking about this for so long, and it is time to take a project to the town. Mr. Hult said he was impressed with the work of the committee. He was in favor of the time frame. He was however concerned with the Town being ready in terms with the amount of information it has received about the project. Mr. Hult said this is very important so the voters can make the best decision.

Board of Selectmen

October 28, 2008

Approved by Board of Selectmen -11/10/08

Mr. Tice also emphasized communication to the townspeople. On a motion made by Mr. Hult and seconded by Mr. Tice, it was unanimously **VOTED** to accept the School Building Committee's recommendation to continue the design contract with HMFH for the School Building Project.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to call a Special Town Meeting to be held January 12, 2009 and the Election on January 20, 2009 for the School Building project.

Lee asked if the Board could accept donations for printing of a mailer the School Building Committee would like to send out. Can the Board take donations for this expense? Mrs. McKenzie said a gift fund would have to be established for donators.

Police Department Update

Police Chief John Sullivan was present to give the Board an update on the Police Department. He said the officers are doing a good job and they need to be praised. He noted that when the economy is down crime rises. John said that recently there have been four house break-ins. John said the Police are working closely with the Town to investigate this along with identity theft. He said since the beginning of the year there have been 8200 log items.

John said he has been busy doing other things this year; for example applying for the grant for the cell watch (discussed in the Town Administrator report). Also, five new windows were put in the Police Station. John said the Sheriff's department painted the building [painted by prisoners]. He said that he has also worked with domestic violence groups and the Restorative Justice Group. John said he been working closely with bicycle issues this year.

Mr. Hult asked Chief Sullivan about the issue with the flaggers and officers. Chief Sullivan said this is a very big issue. He said the officers do a good job. If the flaggers were doing the job, the Massachusetts Chief's feel that they would loose authority. By using police officers, the Police Chief would have the discretion on which road should be closed, or whether a detail was needed. The Board appreciated that police urged citizens to call anytime. Mr. Hult encouraged having a brief public notice on TV with tips on what to do in case your house is broken in.

Liaison Reports (con't)

Mr. Tice said that CCTV is reaching out more to Boards and Committee to have their meetings broadcasted. They are going to have another Open House. He asked about the Cable TV Contract. Mrs. McKenzie said it is important to start working on that as soon as possible. Mr. Tice also mentioned Employee Appreciation Week. He wanted to start thinking about that too.

Mr. Stevenson spoke about the Financial Management Team meeting. He said it was reported that Larry Barton was reducing his estimates on local receipts for FY09 by 5%. The Tax Classification Hearing will be held on November 10th. On another matter, Priscilla reported that the amount of CPA funds received was higher than expected. Mr. Stevenson said another discussion was on the Community Septic Management Loan Agreement for septic systems. Mrs. McKenzie passed out documents relative to this loan agreement for the Board to review.

Mr. Stevenson said the Honor Roll/Memorial Committee has scheduled a public hearing on November 6, 2008, at 7:30 p.m., in the Clark Room, for the purpose of having a design discussion with the public.

Finance Committee/Personnel Board

Present for this discussion were Jerry Lerman, Ed Sullivan and David Guarino from the FinCom, and JoAnn Driscoll and Donna Allman from the Personnel Board. Mr. Stevenson said this is a preliminary discussion on the expectations for the 2010 budget. Jerry said in a nutshell we are expecting a very tough year. There will be no increases for any budgets, which is the same as last year. This is a zero growth budget. Mr. Stevenson said there are certain bargaining units in Town that will get raises by contract and we cannot leave behind other Town employees just because they are not apart of a bargaining unit.

In response to Mr. Stevenson, JoAnn said the consumer price index is 5%, noting that it changes often. Mrs. McKenzie said the wage increase for the last two years [Town non-union Employees] was 3 ½ % and 3% [respectively].

Mr. Hult said it would seem that we have two choices. The first choice would be to change function and reduce the staff; the second is to offer a very low or not existent increase.

JoAnn talked about the survey that was taken of similar Towns relative to increases being offered to their employees.

The Finance Committee asked when the Personnel Board would meet again to discuss the wage increase. Mrs. McKenzie said they will meet next Wednesday. They will give their recommendation to the Board of Selectmen at their meeting on November 10th. Mrs. McKenzie said then the Departments can start building this into their budgets.

Minutes

The Minutes to the Board of Selectmen meeting of October 14, 2008 were approved - **4 yes 1 abstaining.**

Mr. Williams said he would like to look at the Revenue Enhancement Report at the next meeting.

The meeting adjourned at 9:10 p.m.

Respectfully submitted by Margaret M. deMare